

CONFIDENTIAL

OS  
FILE *Pen-8*

## ROUTING AND RECORD SHEET

SUBJECT: (Optional) Proposed HN, Security and Agency Employee Responsibilities in Controlling Access of Uncleared Contractors

FROM:

Chief, Policy Branch/PPG  
Office of Security

EXTENSION

NO.

DATE

14 November 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/PPG

11/14

*nhw*

1 to 3:

2.

I discussed with C/OPS/PAS, the desirability

3.

DD/PSM

14 NOV

11/15

*[Signature]*

4.

5.

AD/S

15 NOV 1985

11/15

*[Signature]*

6.

7.

~~*[Signature]*~~

8.

~~*PPG*~~

19 Nov

mailed

*DE*

9.

*Registry*

10.

11.

12.

13.

The statement regarding weekend work has been deleted from the attached.

*Joe:*

*I somewhat strongly disagree with paragraph 3, going into unnecessary detail in an Agency wide notice about our internal program. I think it tends to make us look bad, but I defer to you*

FORM 1-79

610 USE PREVIOUS EDITIONS

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NOV 1985

MEMORANDUM FOR: Chief, Regulatory Policy Division/OIS

25X1 FROM:

[REDACTED]  
Acting Director of Security

SUBJECT: Proposed HN, Security and Agency Employee  
Responsibilities in Controlling Access of  
Uncleared Contractors

1. As a result of the increased construction work at the Headquarters compound and the recent hiring of Independent Contractor Security Escorts, it has become necessary to issue a Headquarters Notice reminding Agency employees of their responsibilities relative to monitoring uncleared contractors.

2. Accordingly, the attached Headquarters Notice has been prepared for publication and distribution to all Agency employees.

3. Any effort on your part which would result in the expeditious processing of this HN will be greatly appreciated since this subject is a source of mounting confusion among Agency employees.

25X1 4. Please direct any questions on subject to the Policy and Plans Group, extension [REDACTED]

25X1 Attachment

!OS/P&M/PPG [REDACTED] (8 Nov 85)!

!Distribution::

! Orig - Adse!

! 1 - DD/P&M Chrono!

! 1 - PPG Chrono!

! ① - OS Registry!

Regrade to Unclassified When

Separated from Confidential

Attachment

OS 5 2230

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